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Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
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REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
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FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

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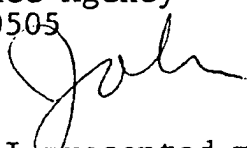
Office of the Director

Federal Emergency Management Agency

Washington, D.C. 20472

September 25, 1984

Honorable John N. McMahon
Deputy Director
Central Intelligence Agency
Washington, DC 20505

Dear Mr. McMahon: 

On June 30, 1984, I presented my annual report on the state of emergency management in the United States to President Reagan. I am pleased to send you a copy as an insight to our agency's goals and the direction we are taking in the area of comprehensive emergency planning and preparedness.

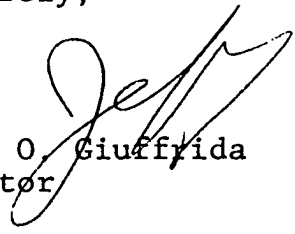
I am proud of the strides the Federal Emergency Management Agency (FEMA) has made in emergency management. In 1983 FEMA instituted the Integrated Emergency Management System (IEMS) which identifies and prepares for the basic problems common to all types of emergencies.

To complement this initiative, I have expanded the capabilities of the National Emergency Training Center to provide the necessary training for State and local emergency preparedness officials. In addition, you will note the increased interest FEMA is taking in international civil preparedness.

It is my goal as Director of FEMA to continue to work for greater international cooperation and to share our expertise through participation in multilateral conferences, bilateral consultations, and international training.

I look forward to sharing further information in this area with you.

Sincerely,



Louis O. Giuffrida
Director

Enclosure



L-315

Annual Report 1983

A Report to the President
on Emergency Management
in the United States



Central Intelligence Agency



Washington, D.C. 20505

29 AUG 1984

MEMORANDUM FOR: Mr. Robert C. McFarlane
Chairman, Emergency Mobilization
Preparedness Board
Washington, D.C. 20472

SUBJECT: Review of the National Plan of Action

REFERENCE: Emergency Mobilization Preparedness Board
Memorandum, Same Subject, dated 11 July 1984.

Since CIA does not have domestic responsibilities, our involvement in the National Plan of Action is very limited. Nevertheless, I have had a member of my staff conduct the review as requested in the reference. We have no specific changes or additions to recommend.

Our experience with overseas crises persuades us that a key element in dealing with emergencies is a robust communications system. We believe that emergency communications is one of the most important elements of the National Plan of Action and that it should continue to receive close attention by the Emergency Mobilization Preparedness Board.

STAT



Executive Director

Distribution:
Orig - Addressee
1 - ER
1 - PS (EMPB)
[Redacted] JAL

STAT



1-315


EXECUTIVE SECRETARIAT
ROUTINGSLEP

TO:

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SUSPENSE		28 August 1984			

Remarks

Please prepare response for
~~DDCI's~~ signature.
EXDIR's


Executive Secretary
17 July 1984

Date

5160



EMERGENCY MOBILIZATION PREPAREDNESS BOARD

Washington, D.C. 20472

July 11, 1984

Executive Registry

24-2930

MEMORANDUM FOR BOARD MEMBERS

FROM: ROBERT C. MCFARLANE *RCM*

SUBJECT: National Plan of Action Review

In his statement promulgating the National Plan of Action, the President stressed that the implementation measures were the essential first steps in achieving an effective emergency mobilization preparedness capability, and directed that the document be updated by the addition of new or revised measures, as necessary. Since the Plan's issuance, there have been some schedule adjustments and milestone changes, but few new or revised measures have been added.

We have been in the implementation phase of the Board effort for more than one and one-half years. In keeping with the President's mandate, I believe it is time to assess the adequacy of the Plan to ensure that it incorporates all measures which would improve our preparedness posture.

I am, therefore, requesting that each participating agency review the Plan of Action in terms of the agency's current and projected emergency mobilization preparedness responsibilities and requirements, in order to determine whether the measures now in the Plan will totally prepare the agency to respond to domestic and national security emergencies as envisaged in NSDD-47. If not, what new or revised measures need to be added to the Plan to ensure that your agency, and the Nation, are totally prepared?

I would appreciate your response not later than September 1, 1984, so that the new or revised measures may be approved by the Board at the October 1984 meeting and published in the revision to the Plan of Action scheduled for publication during that month.

I have instructed the Secretariat to provide assistance to the agencies in this review. If you or your staff have any questions, please contact the Deputy Executive Secretary, Mr. John R. Lilley, II, at 287-0879.

cc: Working Group Chairmen
Points of Contact
Liaison Officers



L-315

EXECUTIVE SECRETARIAT

ROUTING SLIP

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SUSPENSE		Date			

Remarks

For appropriate action

STAT

[Signature]
Executive Secretary
Date



Federal Emergency Management Agency

Washington, D.C. 20472

AUG 13 1984

Executive Registry

84-6067

Honorable William J. Casey
Director
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Casey:

The National Plan of Action, signed by the President on March 30, 1983, tasks the Federal Emergency Management Agency with development of a new, comprehensive series of Federal Preparedness Guidance documents. The purpose of the new guidance series is to assist Federal departments and agencies and their counterparts at the State and local levels with the development of plans and programs to enhance their capability to respond to the full spectrum of emergencies.

Enclosed are two Federal Preparedness Guidance documents for your review and comment. They are:

Federal Preparedness Circular (FPC) 49--"Science and Technology in Emergency Mobilization Preparedness"

Federal Preparedness Guide (FPG) 6.104--"Civil Situation Reporting During Emergencies"

Please review the draft guidance documents and provide any comments you may have to the Honorable Bernard A. Maguire, Associate Director, National Preparedness Programs, Federal Emergency Management Agency, Washington, D.C. 20472. Questions on the new guidance series should be directed to Laurel C. Shannon, Planning Officer, Office of Mobilization Preparedness, at 287-3990.

I would appreciate it if your comments could be received by September 14, 1984. Following receipt of your comments, any outstanding issues will be resolved with your agency, and the draft guidance documents will be revised and issued in final form.

I look forward to receiving your comments. They should make an important contribution to enhancing the quality of the documents. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script, reading "Louis O. Giuffrida", is written over a horizontal line.

Louis O. Giuffrida
Director

Enclosures 2

cc: Emergency Coordinators



L-315

DRAFT**FEDERAL PREPAREDNESS CIRCULAR****Federal Emergency Management Agency
Washington, D.C. 20472****FPC** 49

July 31, 1984

TO: HEADS OF FEDERAL DEPARTMENTS AND AGENCIES**SUBJECT: Science and Technology in Emergency Mobilization Preparedness**

1. Purpose. This Federal Preparedness Circular (FPC) outlines policies and procedures for the management of science and technology in enhancing emergency mobilization preparedness.

2. Summary. Within the framework of research policies established by the Director, Federal Emergency Management Agency (FEMA), Federal departments and agencies will supervise or conduct research related to their emergency preparedness responsibilities. The Federal Coordinating Council for Science, Engineering and Technology (FCCSET), will serve as a high-level focusing mechanism to coordinate management of science and technology during emergency situations. A FCCSET Standing Committee on Nonmilitary Science and Technology will function during all four phases of emergency management to assist FEMA in assuring that plans are developed for mobilization of science and technology.

3. Applicability and Scope. The provisions of this FPC are applicable to Federal departments and agencies with emergency preparedness responsibilities assigned by Executive Order 11490, Assigning Emergency Preparedness Functions to Federal Departments and Agencies. The provisions also apply to the full range of emergency situations, mobilization categories and time phases as described in FPC 2, The Conceptual Framework for Emergency Mobilization Preparedness, dated October 27, 1983. The provisions of this FPC do not apply to military research conducted by the Department of Defense (DOD).

4. Authorities.

a. The National Science and Technology Policy, Organization and Priorities Act of 1976.

b. Executive Order 11490, Assigning Emergency Preparedness Functions to Federal Departments and Agencies, October 28, 1969, as amended.

c. Executive Order 12039, Relating to the Transfer of Certain Science and Technology Policy Functions, February 24, 1978.

d. National Security Decision Directive (NSDD) Number 47, Emergency Mobilization Preparedness, July 22, 1982.

5. Background.

a. NSDD 47 states that it is the policy of the United States to maintain an emergency mobilization preparedness capability to ensure that government at all levels, in partnership with the private sector and the American people, can respond decisively and effectively to any major national emergency, with defense of the United States as the first priority.

b. Executive Order 11490 requires departments and agencies to prepare national plans and attain an appropriate state of readiness with regard to the functions assigned. It also requires the Director of FEMA to establish Federal policies for and coordinate emergency preparedness activities and functions of the Federal government and be responsible for preparation of guidance for and evaluation of Federal departments and agencies in performing their assigned functions.

c. Section 3004 of Executive Order 11490 also requires that, within the framework of research policies and objectives established by the Director, FEMA, the head of each Federal department or agency shall supervise or conduct research in areas directly concerned with carrying out emergency preparedness responsibilities, designate representatives for necessary ad hoc or task force groups, and provide advice and assistance to other agencies in planning for research in areas involving each agency's interest.

6. Policy.

a. Science and technology can play a critical role in enhancing the capacity of the Nation to respond to emergency situations. Within the framework of research policies and objectives established by FEMA, Federal departments and agencies are to supervise or conduct research related to their emergency preparedness responsibilities.

b. The FCCSET will serve as a high-level Federal focusing mechanism for coordination of science and technology during emergency situations. The FCCSET is chaired by the Director of the Office of Science and Technology Policy (OSTP), Executive Office of the President, and has been established with the primary purpose of considering problems and developments in science, engineering and technology affecting more than one Federal department or agency.

c. A FCCSET Standing Committee on Nonmilitary Science and Technology Emergency Preparedness, chaired by FEMA, will function during all four phases of emergency management, and assist FEMA in assuring that plans exist for mobilization of science and technology in emergency situations.

d. The Director, OSTP, has determined that the FCCSET will be convened during actual emergency situations to serve as a high-level Federal focusing mechanism to provide recommendations regarding:

(1) A rapid and effective transition of science and technology from routine to emergency operations;

(2) Coordination at high levels of science and technology conducted by the Federal government in support of the emergency, including priorities and budgets;

(3) Advice to the President to help resolve science and technology problems resulting from the emergency situation;

(4) The capability to coordinate development of plans for the conduct of scientific research directed at the resolution of problems created by the emergency;

(5) Identification of priorities for nonmilitary scientific research;

(6) Support for scientific research on the mechanisms and devices appropriate for the civil sector during emergency situations;

(7) Promotion of international cooperation with the Allies through science and technology bearing upon national security emergencies; and

(8) With the assistance of the National Science Foundation and the Labor Department, coordination of the mobilization of the Nation's scientific personnel and resources in order to assure maximum utilization of such personnel and resources in developing and applying the results of scientific research to the emergency situation.

e. FEMA will be represented on the FCCSET to support its emergency mobilization/preparedness responsibilities.

7. Responsibilities.

a. Federal Emergency Management Agency. The Director, FEMA, is responsible for:

(1) Establishing a framework of research policies and objectives and assisting other Federal departments and agencies in conducting research and in carrying out their emergency preparedness responsibilities;

(2) Supervising and conducting research in areas directly concerned with carrying out its emergency preparedness responsibilities;

(3) Designating a representative to serve on the FCCSET; and, designating a representative to serve as Chairman of the FCCSET Standing Committee on Nonmilitary Science and Technology Emergency Preparedness.

(4) As necessary, designating representatives for ad hoc or task force groups.

b. National Science Foundation. The Director of the National Science Foundation is responsible for:

(1) Assisting the Department of Labor (DOL) in sustaining readiness for the mobilization of the civilian workforce by:

(a) developing, in consultation with DOL, the Selective Service System, and DOD, plans and procedures to assure the most effective use of the nation's scientific and engineering workforce in an emergency;

(b) providing leadership in developing, with the assistance of Federal and State agencies and appropriate non-governmental organizations, the ability to mobilize scientists, in consonance with overall civilian workforce mobilization programs, and the ability to perform or assist in performance of special tasks; and

(c) preparing to carry on necessary programs for research and training of a scientific workforce.

(2) Advancing the national radiological defense capability by including, in consultation with appropriate agencies, pertinent scientific information and radiological defense techniques in the Foundation's science education programs for science, mathematics and engineering teachers; and

(3) Assembling data on the location and character of all major scientific research facilities, including non-governmental as well as governmental facilities, and their normal inventories of types of equipment and instruments which would be useful in identification and analysis of hazards to human life in emergencies.

c. Other Federal Departments and Agencies. Heads of other Federal departments and agencies with emergency preparedness responsibilities in E.O. 11490 are responsible for:

(1) Supervising or conducting scientific research in areas directly concerned with carrying out their emergency preparedness responsibilities, and providing advice and assistance to other agencies in planning for research in areas involving each agency's interest;

(2) Developing science and technology programs and budgets that place priority on those areas directly related to emergency preparedness;

(3) Designating a high level science and technology liaison to work with the FCCSET; and as necessary, designating representatives for ad hoc or task force groups; and

(4) Pursuing approved science and technology programs, and keeping the FCCSET informed of its progress.

8. Distribution. This FPC is distributed to the heads of Federal Departments and Agencies, Emergency Coordinators, and other interested parties.

Louis O. Giuffrida
Director

DRAFT**FEDERAL PREPAREDNESS GUIDE**

Federal Emergency Management Agency
Washington, D.C. 20472

FPG 6.104

July 11, 1984

TO: HEADS OF FEDERAL DEPARTMENTS AND AGENCIES

SUBJECT: Civil Situation Reporting During Emergencies

1. Purpose. This Federal Preparedness Guide (FPG) provides guidance to Federal departments and agencies on procedures for the preparation and use of a Civil Situation Report (CIVSITREP) during major emergencies.

2. Summary. During emergency situations requiring action by Federal departments and agencies, a daily CIVSITREP will be prepared and distributed to the senior coordinating groups (e.g., National Security Council, Emergency Management Council) and the departments and agencies concerned. It will be used by senior officials of government as a base of information against which major policy decisions will be evaluated.

3. Applicability and Scope. The provisions of this FPG apply to all Federal departments and agencies assigned emergency mobilization preparedness responsibilities and to their regional organizations. The provisions also apply to the full range of emergency situations, mobilization categories and time phases as described in FPC 2, The Conceptual Framework for Emergency Mobilization Preparedness.

4. Background.

a. The National Security Decision Directive 47, (NSDD 47), July 22, 1982, sets forth principles and policies for emergency mobilization preparedness. It states that it is the policy of the United States to have an emergency mobilization capability that will ensure that Government, at all levels, in partnership with the private sector and the American people, can respond decisively and effectively to any major national emergency, with defense of the United States as first priority.

b. As emergencies unfold, there is a requirement for a flow of current, comprehensive information to all responsible officials. A CIVSITREP has been used in mobilization exercises, but there is no provision for its preparation and distribution during emergencies.

c. The previous CIVSITREP was structured in a North Atlantic Treaty Organization (NATO) format that exercises revealed was not adequate for U.S. civil agency use. The mobilization categories defined in FPC 2 are now the basis for reporting for consistency with integrated emergency management. NATO directives call for a CIVSITREP in a specific format that is classified NATO Confidential. It is not discussed in this FPG, but the CIVSITREP format described herein can be converted easily for transmission to NATO when required during national security emergencies.

5. Policies and Procedures.

a. During major emergencies, the Federal Emergency Management Agency (FEMA) will prepare a daily CIVSITREP for all departments and agencies engaged in maintaining or managing the Federal response to the emergencies. FEMA Headquarters staff will compile the CIVSITREP and summarize the contents based upon submissions by all participating agencies, including FEMA. When the emergency has national security implications, a military situation summary will be included for civil agency information.

b. Inputs will be provided by all participants having significant action to report about the previous 24 hour period and will be consolidated by FEMA Headquarters. FEMA will provide instructions regarding the initial requirement for reporting, the transmission system to be used and the timing of reports. Negative reports will be required.

c. Inputs will be submitted under the appropriate category as described below. Each item submitted should clearly designate the category which best characterizes the situation being reported. Each description should start with the nature and magnitude of the problem, indicating its most immediate and severe aspects and its impact upon the public. Actions taken by the submitting agency and jointly with other Federal, regional, state or local organizations should be described. Department and agency headquarters will consolidate their regional office's reports for transmission to FEMA.

d. All items should be summarized in no more than 100 words. Longer submissions will be subject to editing. Inputs should contain only significant information and status changes not contained in previous CIVSITREPs and routine information on action items should not be included.

e. CIVSITREP format:

. Section I is a summary of the situation and will contain a summary of major declarations and mobilization actions and will be prepared by FEMA.

. Section II is a one or two page summary of the military situation, if applicable. It will be provided by DOD and included in the CIVSITREP by FEMA during national security emergencies.

. Section III is a brief summary of key events during the reporting period and will be extracted from Section IV. It should not exceed one page.

. Section IV is a listing of the key events organized by the mobilization categories specified in FPC 2.

Appendix A of this FPG contains a sample of Sections I, II, and III. Appendix B describes the reporting categories.

6. Responsibilities.

a. Federal Emergency Management Agency (FEMA). FEMA is responsible for notifying the appropriate departments and agencies of the requirement to start submitting information for the CIVSITREP and the termination of the reporting requirement. FEMA will receive agency inputs, prepare, and distribute the CIVSITREP to all agencies concerned.

b. Department of Defense (DOD). DOD is responsible for submitting a military situation report, if applicable, to FEMA during emergencies.

c. Other Departments and Agencies. When notified by FEMA, Federal departments and agencies will prepare daily input for the CIVSITREP and submit to FEMA in accordance with the prescribed time schedule.

7. Reporting Requirements. The reporting requirements discussed in this Guide are exempt from control in accordance with the provisions of FEMA Instruction 5300.1, Reports Management Program, paragraph 4b(1)(d).

8. Distribution. This FPG is distributed to the heads of Federal departments and agencies, their regional offices, Emergency Coordinators, FEMA personnel in Headquarters and Regions, State Emergency Coordinators, and other interested parties.

Louis O. Giuffrida
Director

Appendixes

Appendix A - Sample summary CIVSITREP

Appendix B - Description of Reporting Categories.

APPENDIX A

SAMPLE SECTIONS I, II and III, CIVIL SITUATION REPORT

CIVIL SITUATION REPORT: 0001-2400, 21 April 1984

I. SUMMARY OF CONTINUING SITUATION:

EMERGENCY STATUS: PRESIDENT DECLARED NATIONAL EMERGENCY,
12 APRIL

MILITARY MOBILIZATION: 100,000 CALLUP AUTHORIZED AND INDUCTIONS
BY SSS ORDERED, 8 APRIL

CIVIL MOBILIZATION: INITIAL ALERT 10 APRIL; NDER MOBILIZED

NATO STATUS: REINFORCED ALERT 11 APRIL; U.S. REINFORCE-
MENT DEPLOYMENTS COMMENCED

II. MILITARY SITUATION SUMMARY:

ORANGE INVASION FORCES CONTINUE ADVANCING

MIDEAST CEASE-FIRE HOLDING

ORANGE SUBMARINE ACTIVITY INCREASING

III. DAILY KEY EVENTS SUMMARY:

POSSIBLE ENERGY SHORTAGES FORECAST - SEE INFRASTRUCTURE 7

OPM HAS ACTIVATED EMERGENCY INDEFINITE APPOINTMENT AUTHORITY FOR
ALL FEDERAL CIVILIAN AGENCIES - SEE HUMAN RESOURCES

A SERIOUS EARTHQUAKE WAS REPORTED IN OREGON - SEE CIVIL
PREPAREDNESS 6

CIVIL DISTURBANCES ARE INCREASING - SEE CIVIL PREPAREDNESS 2

NON-COMBATANT EVACUEES ARE ARRIVING IN LARGER NUMBERS THAN
ANTICIPATED, CAUSING HOUSING AND MEDICAL CARE PROBLEMS - SEE
CIVIL PREPAREDNESS 5

APPENDIX B

CIVIL SITUATION REPORTING CATEGORIES

MILITARY - assembling and organizing resources of the armed forces as they affect the civil population and government in the U.S.

- 1 - Newly reported significant civil damage caused by enemy military action.
- 2 - Significant changes in total number of fatalities since hostilities began.
- 3 - Significant changes in the estimated number of seriously injured, i.e., the current number requiring major hospital treatment.
- 4 - Medical and hospital situation including shortages of resources and problems requiring higher decisions.
- 5 - Any other matters or observations about enemy military actions which have substantial civil repercussions. If affecting transportation, supplies and other resources, deal with under appropriate categories.

INDUSTRY. Actions related to marshalling the industrial sector to produce goods and services, including construction, required to support military operations and the needs of the civil sector.

ECONOMIC - processes to marshall money, credit and taxes to:

- 1 - Finance the management of the emergency.
- 2 - Maintain a stable economy and stimulate key sectors of the economy.

INFRASTRUCTURE - processes to marshall output of infrastructure systems to support the mobilization.

- 1 - General assessment, if necessary, of the overall supply situation and other resource mobilization.
- 2 - Air transportation.
- 3 - Inland surface transportation.
- 4 - General assessment, if necessary, of the overall transportation situation.
- 5 - Food and agriculture.
- 6 - Natural gas and coal.
- 7 - Electrical energy.
- 8 - Oil.
- 9 - Shipping.
- 10 - Civil telecommunications.

HUMAN RESOURCES. Processes to marshall people to provide the needed labor by identifying and allocating human resources among competing demands; also impact on population and social services, including health.

GOVERNMENT. Processes to marshall resources of Federal, State and local governments to carry out the tasks required to manage emergencies. Includes continuity of government changes, relocation of national Federal, regional and/or local levels of government, assumption of emergency powers, delegations of power and Congressional changes. Also includes postal services.

CIVIL PREPAREDNESS. Processes to marshall resources to provide protection for U.S. citizens, institutions, and industries against the effects of the emergency, and other related information.

- 1 - Significant specific civil emergency measures taken and time needed for completion.
- 2 - Civil disturbances, major demonstrations and strikes that affect continuity of government or resource mobilization.
- 3 - Other matters or observations about enemy military actions which have substantial civil repercussions.
- 4 - Subversive activities, e.g., sabotage and other acts of terrorism.
- 5 - Implementation and effectiveness of evacuation policy including government ordered movements and refugees' uncontrolled movements at State and regional levels.
- 6 - Summary of information transmitted to the public.

EXECUTIVE SECRETARIAT ROUTING SLIP

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9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL				
15	D/PAO				
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SUSPENSE

Date

Remarks

Executive Secretary

6/27/84
Date



Federal Emergency Management Agency

Washington, D.C. 20472

JUN 22 1984

Executive Registry

84-2729

Honorable William J. Casey
Director
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Casey:

The President's National Plan of Action on Emergency Mobilization Preparedness calls for the Federal Emergency Management Agency to publish a Federal Preparedness Circular (FPC) on the organization of the Federal government to manage emergencies. Towards that end, on January 31, 1984, I forwarded to you for comment draft FPC 6, "Organization and Procedures for Federal Interagency Emergency Management", which proposed a streamlined structure and operating procedures to function during all phases of emergency management.

A total of 33 responses were received on the draft FPC. There was general agreement expressed with the need for a streamlined interagency emergency management structure with well-defined operating procedures. FPC 6 was designed as a vehicle to respond to this need and was consistent with the authority granted the Director, FEMA, as cited in the draft. Although a majority of comments concurred with proposed structure, a number of serious concerns were raised. It was clear from the comments that inter-agency relationships at various levels are very complex and there is presently no consensus on specifically how to build the most effective and efficient structure.

A number of departments and agencies suggested that FPC 6 not be promulgated at this time, and asked for another opportunity to comment on the FPC prior to finalizing the draft. In addition, lessons learned in the recent readiness exercise REX 84 ALPHA need to be addressed in the FPC.

Therefore, I am deferring publication of FPC 6 at this time. A new draft will be issued for your review and comment by the end of the year. In the interim, I will address the feasibility of incorporating emergency planning needs through other channels. As this proceeds, I will continue to consult with concerned Federal departments and agencies to solicit recommendations on the most appropriate government-wide structure for management of emergencies.

Your advice and assistance on this vital matter of national emergency management preparedness is appreciated.

Sincerely,

A handwritten signature in dark ink, appearing to read "L. O. Giuffrida", is written over the typed name.

Louis O. Giuffrida
Director

cc: Emergency Coordinators



L-315